MMCR Monthly Tape Change

I. Purpose:

The purpose of this procedure is to document the monthly tape change on the DMS computer.

II. Cautions and Hazards:

- None.

III. Requirements:

- None.

IV. Procedure:

A. MMCR Monthly Tape Change on DMS Computer:

1. Select the DMS computer (press RED button) by using the black box.
2. Select and open window.
3. Type "**archiver – u m**"; this rewinds and ejects tape. (Make sure there is a space between "**r**" and "**-**" and "**u**" and "**m**").
4. Write the current date on the tape.
5. Insert a tape cleaner cartridge into the tape unit. (This cleans the unit and ejects).
6. Indicate a usage mark on the tape.
7. Label a new tape with the current date.
8. Insert the tape into the unit and wait until the tape light stops blinking.
9. Type "**archiver – n m**"; a series of messages appear on the screen. (Make sure there is a space between "**r**" and "**-**" and "**n**" and "**m**".)

V. References:

None.

VI. Attachments:

None.